

4 March 1964

MEMORANDUM FOR: Director of Personnel

SUBJECT : Career Services

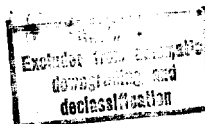
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A review of the Career Service grade authorization data produced quarterly by Mr. [REDACTED] office raises the following questions:

1. Why is there so much headroom which is not being used by most Career Services and especially at the middle grades?
2. Does this mean that the grade structure is inflated in some cases, or that we are using lower salaried people to perform some higher salaried jobs?
3. Why does the Clandestine Services Career Service seem to have <sup>so</sup> as much headroom, especially in the middle and upper grades?
4. Is a reclassification study indicated for each Career Service or in some components?
5. What in your judgement is a reasonable percentage of headroom to give a Career Service flexibility?
6. Does the Office of Personnel analyze these data periodically and make recommendations to the heads of Career Services for adjustments?
7. Do you think that the present role of the Office of Personnel in the Career Service machinery is about right? What changes, if any, would you recommend?

[REDACTED]

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Headroom Available for Promotion of DD/P Career Service Group personnel compared to that available for DD/S, DD/I and DDS&T Career Service Group personnel. Figures are expressed in terms of % of personnel at next lower level that could be promoted as of 1 January 1964

<u>Grade Level</u>	<u>DD/P Group</u>	<u>DD/S Group</u>	<u>DD/I Group</u>	<u>DDS&amp;T Group</u>
15	5%	11.6%	11.8%	45.6%
14	13.3%	9.7%	22.8%	51.5%
13	37.1%	20.1%	35.4%	86.6%
12	100%	45.5%	74.4%	100%
11	100%	100%	100%	100%
10	77.8%	47.8%	81%	100%
09	100%	98%	100%	100%

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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"D" HEADROOM EXPRESSED IN TERMS OF %  
OF NEXT LOWER LEVEL THAT COULD BE PROMOTED  
FOR CY 1963, 1963 PROMOTION RATES, AND CY 1964 HEADROOM

<u>Grade Level</u>	<u>Jan 1963 Headroom</u>	<u>1963 Actual Promotion Rates</u>	<u>Jan 1964 Headroom</u>
15	8.8%	9.5%	5%
14	20.3%	13.9%	13.3%
13	50.7%	18.2%	37.1%
12	100%	29.7%	100%
11	100%	52.2%	100%
10	100%	40.6%	77.8%
09	100%	50.6%	100%

GROUP 1  
 Excluded from automatic  
 downgrading and  
 declassification

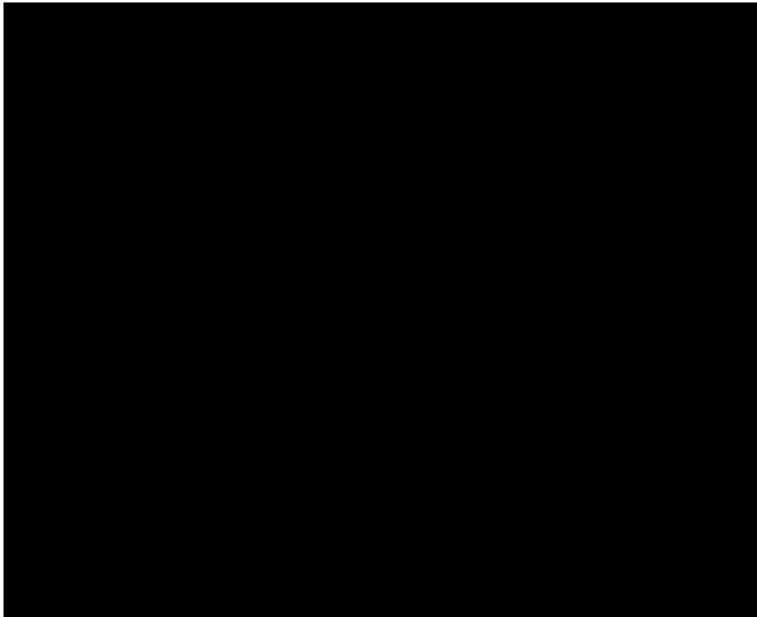
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Amount of Headroom available for Promotion  
for the DD/P Career Service Group compared to  
Amount of Headroom available for the DD/S and DD/I  
Career Service Groups as of 1 January 1964

<u>Grade</u>	<u>DD/P</u>	<u>Support</u>	<u>Intelligence</u>
GS-15			
GS-14			
GS-13			
GS-12			
GS-11			
GS-10			
GS-09			

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

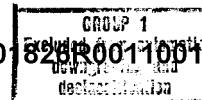
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Available Headroom for Promotion of "D" Career Service Types  
and certain other Career Services expressed in terms of % of Personnel at  
next lower level that could be promoted as of 1 January 1964

<u>Grade</u>	<u>D</u>	<u>IC</u>	<u>IP</u>	<u>IR</u>	<u>SC</u>	<u>SF</u>	<u>SL</u>	<u>ST</u>
GS-15	5.0	6.0	73.1	9.1	13.6	26.9	11.4	4.5
GS-14	13.3	35.4	62.0	36.0	13.6	20.0	11.4	-7.3
GS-13	37.1	100.0	68.4	73.3	26.8	22.9	22.2	47.8
GS-12	100.0	100.0	100.0	100.0	25.7	42.5	40.0	100.0
GS-11	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
GS-10	77.8	100.0	100.0	100.0	41.6	34.9	11.4	100.0
GS-09	100.0	100.0	100.0	96.3	72.1	100.0	100.0	100.0

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